

Vendor: John Doe

Company code: ARK State of Arkansas

Purch. organization:

General data

- ☐ Address
- ☐ Control
- ☐ Payment transactions

Company code data

- ☐ Accounting info
- ☐ Payment transactions
- ☐ Correspondence
- ☐ Withholding tax

Purchasing organization data

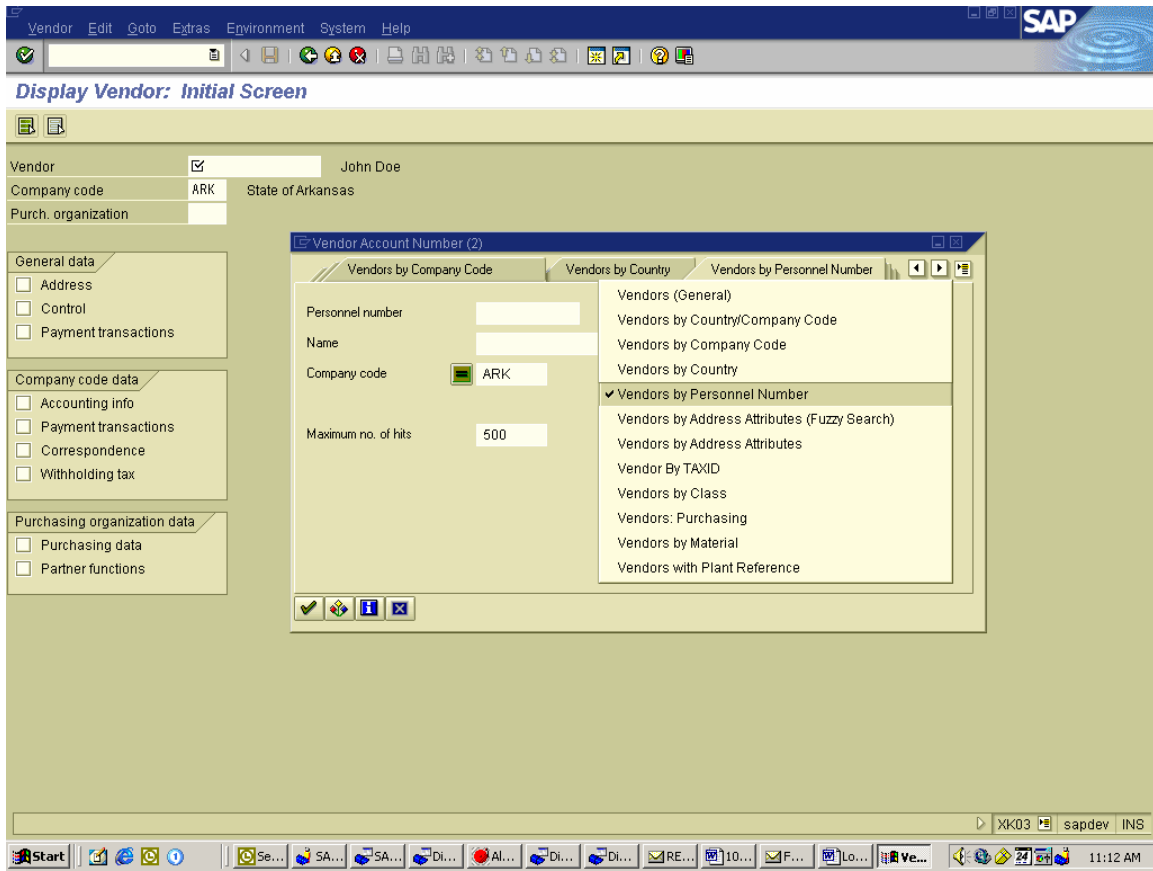
- ☐ Purchasing data
- ☐ Partner functions

Bottom status bar: XK03 sapdev INS

Do not contact OSP to request creation or maintenance of an employee vendor. Problems concerning employee vendors should be referred to the ASC Helpdesk 683-2255.

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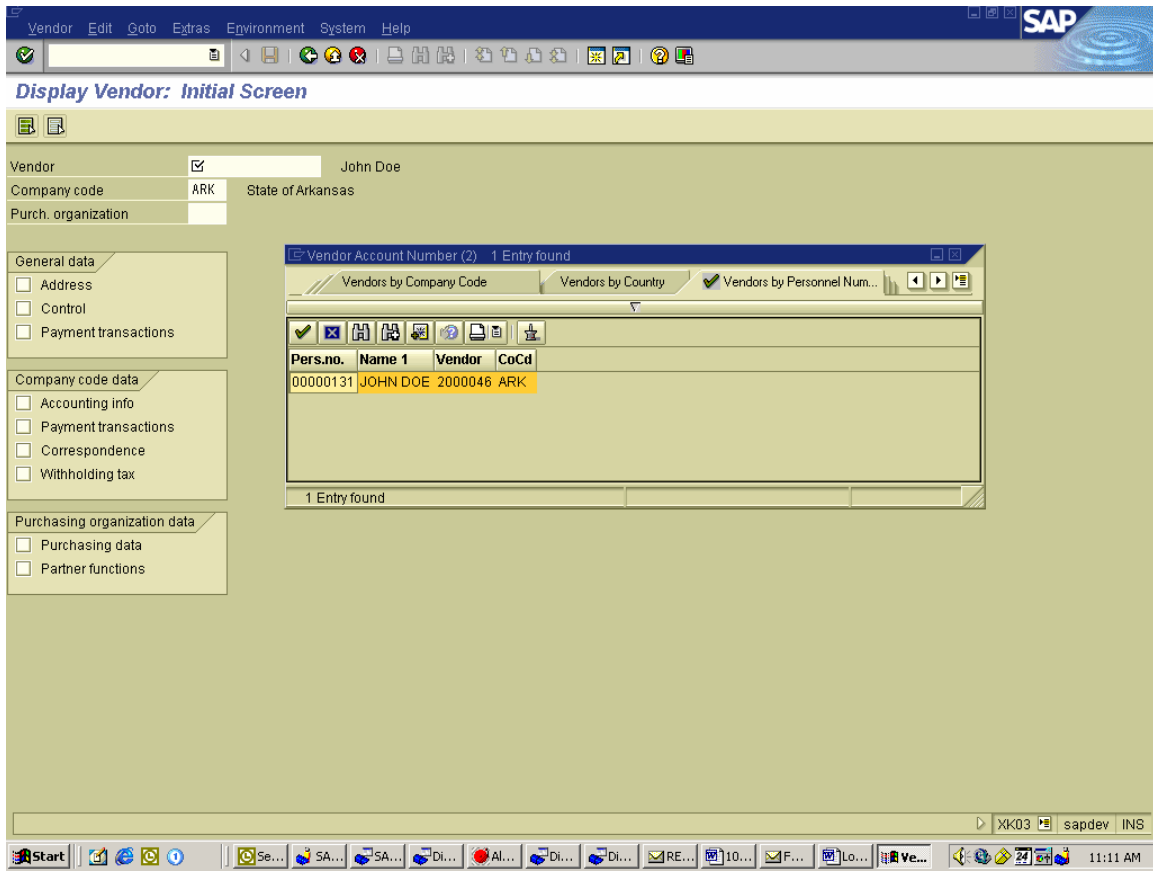
Determining Employee Vendor Numbers



Choose the search tab: Vendors by Personnel Number.

Enter the employee's personnel number in the personnel number field and click the green check.

Determining Employee Vendor Numbers



The employee vendor number will be displayed along with the employee's personnel number and name as shown above. In this example, the number 2000046 displayed under the word Vendor represents the system generated vendor number for the employee.

Vendor numbers in the (2000000-2999999) series are to be used ONLY to reimburse employees for expenses directly related to state employment, i.e. travel, petty cash, tuition reimbursement etc. using the direct invoice FB60 transaction code within AASIS.

Determining Employee Vendor Numbers

The screenshot displays the SAP 'Display Vendor: Initial Screen' for vendor 100002191, associated with Jon Doe. The interface includes a menu bar (Vendor, Edit, Goto, Extras, Environment, System, Help) and a toolbar. The main area shows the following data:

Vendor	100002191	Jon Doe
Company code	ARK	State of Arkansas
Purch. organization		

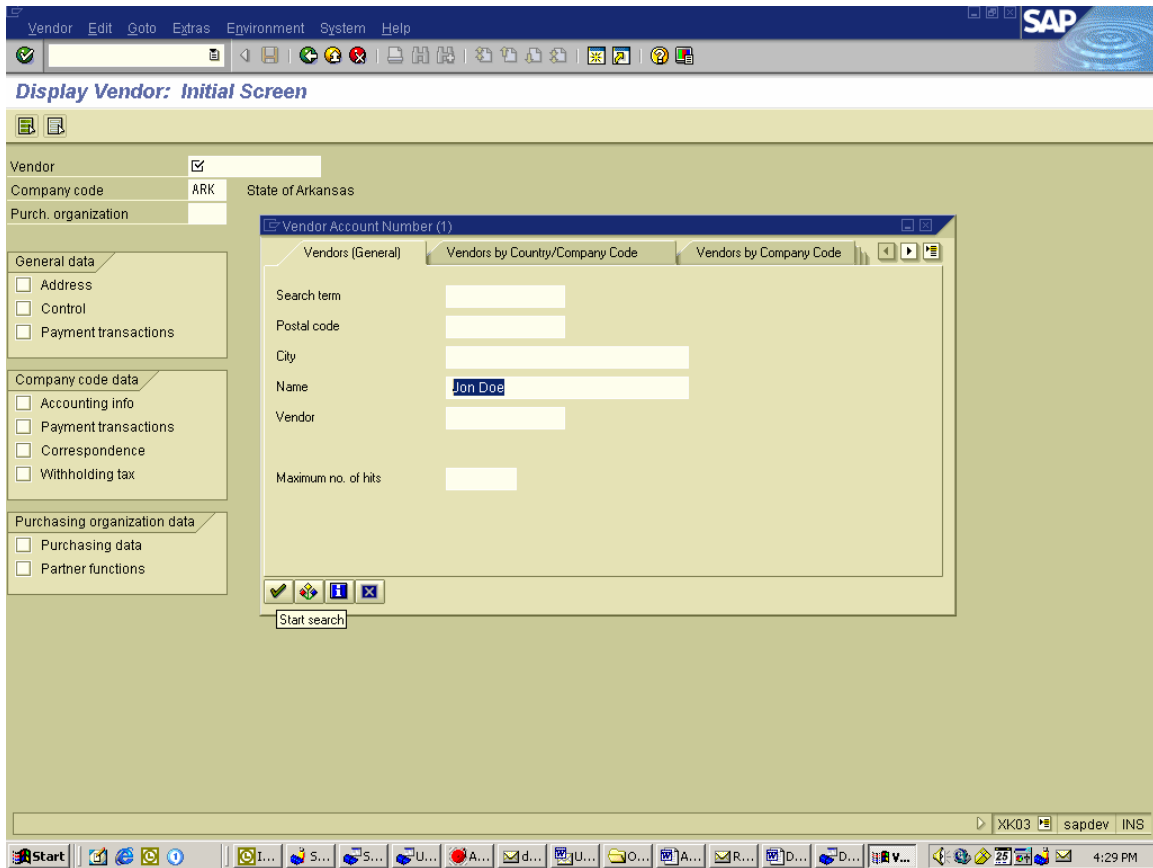
Below the data fields are three expandable sections:

- General data**
 - ☒ Address
 - ☒ Control
 - ☒ Payment transactions
- Company code data**
 - ☐ Accounting info
 - ☐ Payment transactions
 - ☐ Correspondence
 - ☐ Withholding tax
- Purchasing organization data**
 - ☐ Purchasing data
 - ☐ Partner functions

The taskbar at the bottom shows the Start button, various application icons, and the system clock indicating 11:33 AM.

If an employee is selling goods or commodities to the state and has complied with the requirements of the ethics law, ACA 19-11-701 et. Seq. then an employee should be set up as a regular trade vendor in the (100000000-199999999) series to receive payment.

Determining Employee Vendor Numbers



The screenshot shows the SAP 'Display Vendor: Initial Screen'. The main window has a title bar with 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the title bar is a menu bar with 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The main area is divided into several sections. On the left, there are three tabs: 'General data', 'Company code data', and 'Purchasing organization data'. The 'General data' tab is selected, showing fields for 'Address', 'Control', and 'Payment transactions'. The 'Company code data' tab shows fields for 'Accounting info', 'Payment transactions', 'Correspondence', and 'Withholding tax'. The 'Purchasing organization data' tab shows fields for 'Purchasing data' and 'Partner functions'. The main area contains a search form with fields for 'Search term', 'Postal code', 'City', 'Name', 'Vendor', and 'Maximum no. of hits'. The 'Name' field contains the text 'Jon Doe'. Below the search form is a 'Start search' button. The bottom of the screen shows a Windows taskbar with various icons and the system clock displaying '4:29 PM'.

Vendor Account Number (1)

Vendors (General) | Vendors by Country/Company Code | Vendors by Company Code

Search term: _____

Postal code: _____

City: _____

Name: Jon Doe

Vendor: _____

Maximum no. of hits: _____

Start search

To determine a regular trade vendor number for an employee, use the drop down and choose the search tab: Vendor (General) tab. Enter the employee name and click the green check.

Determining Employee Vendor Numbers

Display Vendor: Initial Screen

Vendor: ☒
 Company code: ARK State of Arkansas
 Purch. organization:

General data
☐ Address
☐ Control
☐ Payment transactions

Company code data
☐ Accounting info
☐ Payment transactions
☐ Correspondence
☐ Withholding tax

Purchasing organization data
☐ Purchasing data
☐ Partner functions

Vendor Account Number (1) 1 Entry found

Vendors (General) Vendors by Country/Company Code Vendors by Compan...

Copy	Te...	PostalCode	City	Name 1	Vendor
DOE		72120-0000	LITTLE ROCK	JON DOE	100002191

1 Entry found

XK03 sapdev INS

Start I... S... S... U... A... d... U... O... A... R... D... Di... V... 4:33 PM

Select the appropriate number and click the green check.

Requests to set up employees as regular trade vendors of the state follow the same procedures i.e. vendor maintenance form FI0021 with W-9. Office of State Procurement (OSP) is responsible for the creation and maintenance of regular trade vendors.

NOTE: The two different vendor ranges are NOT interchangeable. Each range of numbers has specific requirements and functions. You should never use a regular trade vendor number (100000000-199999999) to reimburse an employee for travel nor should you use the employee's vendor number (2000000-2999999) to remit payment to an employee for goods and services rendered to the state outside of state employment.